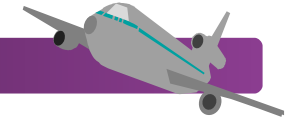
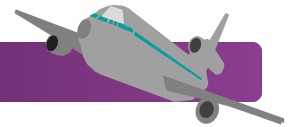


TRAVELER

Lesson Outline



Travelers rights and responsibilities as they pertain to:

- **Types of travel**
- **Commercial/Government transportation**
- **Rental/Private Vehicles**
- **Enroute requirements**
- **Lodging, meals and incidentals**
- **Reimbursables**

What is TDY Travel

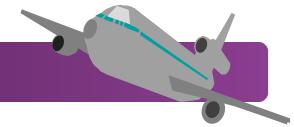
Defense Travel System Training Program

- **Mission Support**

- **Performed when there is no other way to successfully complete the mission**

Rights and Responsibilities

Defense Travel System Training Program



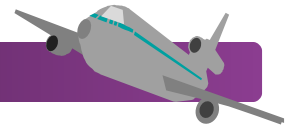
TRAVELERS

1. **Follow procedures outlined in Appendix O, JFTR/JTR & use good judgment - travel as if using their own money**

- **Be provided necessary amenities or reimbursed**
  - **Transportation, food, lodging**

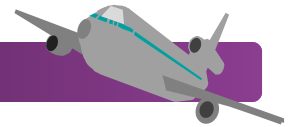
- **Make all arrangements through the CUI/CTO**
  - **Tickets - Air, Rail, Bus**
  - **Rental Cars**
  - **Accommodations**
  - **Rarely make own arrangements (outside CUI/CTO)**
  - **24 hour toll free number for assistance**

Rights and Responsibilities (Con't)



- Be advised in advance of their entitlements
  - "Should-cost"
- Have use of a government sponsored, contractor-issued travel charge card
  - "OFFICIAL" expenses only!
- Obtain cash advances through ATM (must use government travel card to be reimbursed)
- Should be paid every 30 days when TDY is over 45 days
  - Prior approval required

Rights and Responsibilities (Con't)



- **Comply with all ethics rules**
  - **Federal and Departmental ethics rules (see Joint Ethics Reg, DoD 5500.7-R)**
  - **May keep items of "Nominal" value**

- **Frequent traveler benefits**
  - **If paid for by DoD, belong to DoD**
  - **May be used for upgrade on official travel if approved by AO (not to "First" class)**

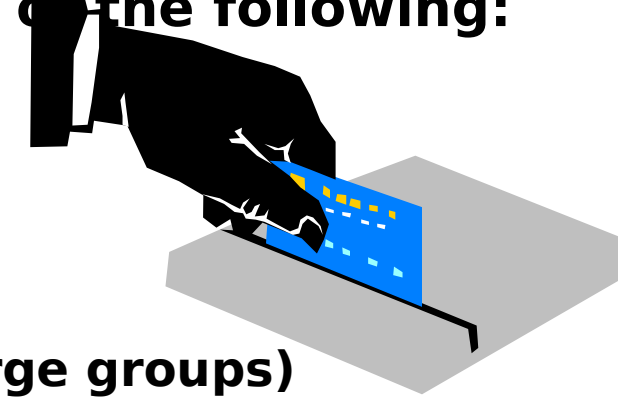
Treated as Honest, Responsible Customers

Government Travel Charge Card

Defense Travel System Training Program

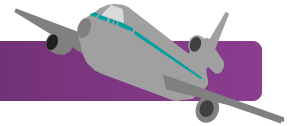
- ✔ **IT'S THE LAW**
  (Public Law 105-264, 19 Oct 1998)

- ✔ **As of 1 May 2000, use is MANDATORY for all travel-related expenses unless exempt by Service/Agency head or GSA approved exception for one of the following:**

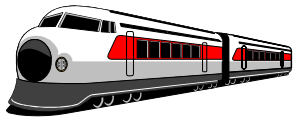


  - **Vendor does not accept**
  - **Local transportation, parking**
  - **Taxi, tips**
  - **Phone calls**
  - **Meals, when not practical (i.e. large groups)**
  - **Pending application for card**

Mode of Travel



Directed/Authorized by Authorizing Official (AO)



- **Air, Bus, Train**
- **May authorize, but cannot direct**
  POC or rental car
- **Must use authorized mode to be**
  “fully” reimbursed

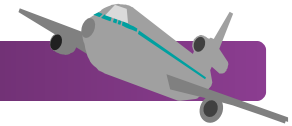
Commercial Air Transportation

Defense Travel System Training Program

- Arrangements made IAW law, policies, contract rates, etc.
- American flag carriers /coach accommodations whenever possible
- AO may authorize other than contract "city-pair" flights
- AO may authorize Premium but not "First-Class"
- Service/Defen[illegible]O may authorize "First-Class"

Rental Vehicles

Defense Travel System Training Program

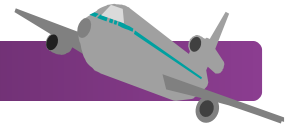


- **Authorized for official business**
- **Reimbursement for all costs associated with rental**
- **Should be from rental agency with government agreement**

- **No insurance requirements if contract (may be authorized additional in foreign area**
- **Vehicle size/quantity necessary to meet mission requirements**

Government Transportation

Defense Travel System Training Program

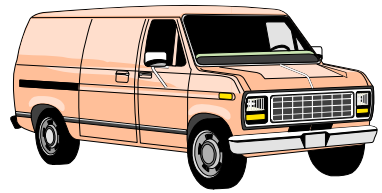


Military Air - Patriot Express (formerly Cat B)

–

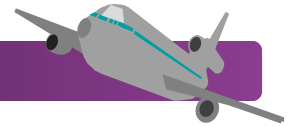
- **Used when available and meets mission requirements**

Government Ground Transportation



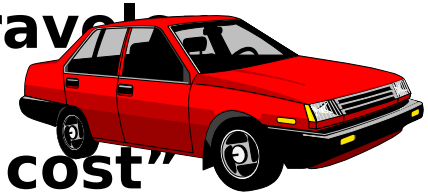
- **Used for official business only**
- **Traveler could be liable if accident occurs and not in official capacity**

Private Vehicle



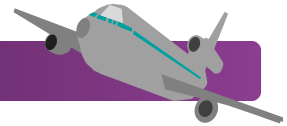
- **Full official mileage reimbursement authorized if approved by AO as mission essential**
- **Standard mileage rates apply**
- **AO must make certain traveler is clear that use is**

  (1) for the benefit of the Government or
  (2) for the convenience of the traveler

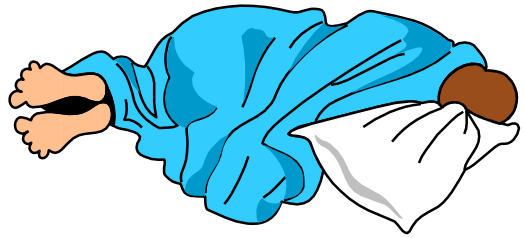


- **If not authorized, refer to "should cost"**

Rest Stops



- **Travelers should not be required to travel unreasonable hours at night**

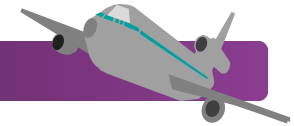


- **Rest stops authorized if:**

  - **Travel during normal sleeping hours**
  - **Flight time/stopovers exceed 14 hours and premium class not authorized**

- **Rest stop shall not exceed 24 hours**

Travel Days/Trips Home



TRAVEL DAYS:

- **Determined by authorized mode of travel**

1,2,3.....

TRIPS HOME:

- **If authorized, may be permitted for TDY periods in excess of 3 weeks**

- **If not authorized, reimbursement limited to per diem**

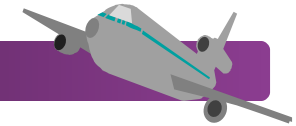
Lodging

- “Lodging Plus”
- Government quarters (adequate)
- No Government quarters
- Staying with friends
- Special circumstances

REMEMBER - as of 1 Jan ‘99

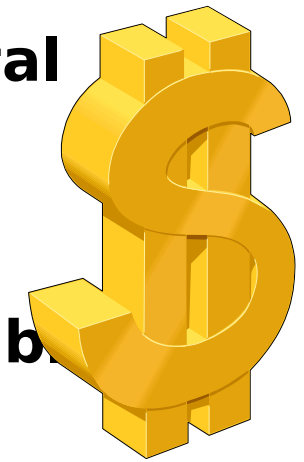
- Taxes “not included” in CONUS lodging rate
- Claim as separate reimbursable expense

Meals



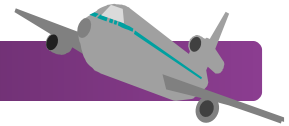
- **First/last day - 75% rule (first TDY location or stopover)**
- **Use of government mess**
- **Proportional meal rate**

Incidental Expenses



- **The “IE” portion of Meals & Incidental Expenses (M&IE)**
- **Covers miscellaneous expenses (don’t confuse with reimbursab**
- **CONUS = $2.00**
- **OCONUS = rate for applicable locality per diem, or $3.50 (when AO determines $3.50 to be adeq anticipated incidental expenses)**

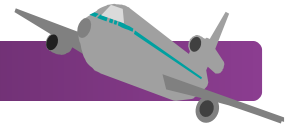
Reimbursable Expenses



- Getting around the TDY location
- Some examples are:
  - Lodging Taxes (CONUS only)
  - ATM fees (with government travel charge c[illegible])
  - Laundry/dry cleaning/clothes pressing (Civilians in CONUS if 4 consecutive nights TDY)
  - Telephone calls home (AO must specify $$$ amount
  - Baggage tips (Civilians only if Government property
  - Excess baggage
  - See Appendix O, JFTR/JTR for additional reimbursab

When in doubt -- Check with your AO!

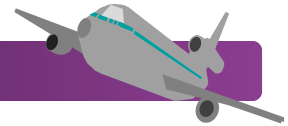
After the Trip



Under the Defense Travel System, the traveler will:

- **Fill out and provide AO travel voucher within 5 days of returning**
- **Provide all required receipts for review, if deemed necessary, by AO/Certifying Official (CO)**
- **Maintain receipts for $75.00 or more as well as all lodging receipts for 6 years, 3 months**

Summary



- **Travelers have certain rights and expectations for their TDY travel needs**
- **Travelers have requirements/rules they must follow when traveling**
- **The new Defense Travel System will make traveling simpler and easier for DOD**

“REMEMBER”

- ✔ **TO BE REIMBURSABLE, MUST BE AUTHORIZED.**
- ✔ **WHEN IN DOUBT, CHECK WITH YOUR AUTHORIZING OFFICIAL.**

Quicker, easier, better way to travel with the Defense Travel System !!

Questions?